

SERVICE TO THE STUDENT, THE SCHOOL,  
THE PROFESSION, AND THE COMMUNITY



P.A.D. PRE-LAW  
CHAPTER  
OPERATIONS

A LEADERSHIP GUIDE FOR SUCCESS  
WITH P.A.D. PRE-LAW CHAPTERS

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SERVICE TO THE STUDENT, THE SCHOOL,  
THE PROFESSION, AND THE COMMUNITY



“Leadership is the capacity to translate vision into reality.”

*Warren G. Bennis*



## MISSION, VISION & CORE VALUES

### Mission

Phi Alpha Delta Law Fraternity, International is a professional law fraternity advancing integrity, compassion and courage through service to the student, the school, the profession and the community.

### Vision

We are the preeminent law fraternity promoting the bonds of fraternalism and we are the leader in the development and advancement of professional ideals.

### Core Values

Bound together by tradition and our common interest in the law, we share these core values: Integrity, Compassion, Courage, Professionalism, Service, Diversity, and Innovation.

## DECLARATION OF PURPOSE

The purpose of this Fraternity shall be to form a strong bond uniting students and teachers of the law with members of the Bench and Bar in a fraternal fellowship designed to advance the ideals of liberty and equal justice under law; to stimulate excellence in scholarship; to inspire the virtues of compassion and courage; to foster integrity and professional competence; to promote the welfare of its members; and to encourage their moral, intellectual, and cultural advancement; so that each member may enjoy a lifetime of honorable professional and public service.



# P.A.D. CHAPTER OPERATIONS

## TABLE OF CONTENTS

|  |    |   |       |
|--|----|---|-------|
| Mission, Vision, Core Values<br>and Declaration of Purpose ..... | 3  | <b>CHAPTER VIII: International Events</b>           |       |
| Foreword .....   | 5  | Regional Leadership Symposia .....                  | 25    |
| Common P.A.D. Abbreviations .....                                | 5  | Pre-Law Conference/Mock Trial Competition .....     | 25    |
| <b>CHAPTER I: Leadership</b>                                     |    | <b>CHAPTER IX: International Awards</b>             |       |
| Leadership and Phi Alpha Delta .....                             | 6  | Chapter Awards .....                                | 26    |
| <b>CHAPTER II: Chapter Organization</b>                          |    | <b>CHAPTER X: Additional Resources</b>              |       |
| Executive Board .....  | 7  | List of Resources .....                             | 27    |
| What Makes a Great Executive Board .....                         | 8  | P.A.D. History Lesson .....                         | 27    |
| Elections and Transitions .....                                  | 9  | P.A.D. Facts .....                                  | 27    |
| Chapter Committees .....   | 10 | <b>APPENDIX: Policies, Guidelines &amp; Samples</b> |       |
| Meetings .....   | 11 | Alcohol and Drug Policy .....                       | 28    |
| Chapter By-Laws .....  | 12 | Anti-Hazing Policy .....                            | 28    |
| Chapter Advisors .....   | 12 | Whistleblower Policy .....                          | 29    |
| P.A.D. Website .....   | 12 | Crest/Logo Usage Guidelines .....                   | 29    |
| The Reporter .....   | 13 | Financial Policy .....                              | 29-32 |
| Chapter Visits .....   | 13 | Programming Examples .....                          | 32    |
| <b>CHAPTER III: Recruitment</b>                                  |    | Sample Meeting Agenda .....                         | 33    |
| Why Join P.A.D. ....   | 14 | Sample Chapter Minutes .....                        | 34    |
| When Should a Chapter be Recruiting .....                        | 14 | P.A.D. Structure .....                              | 35    |
| <b>CHAPTER IV: Initiation</b>                                    |    |   |       |
| The Initiation Ceremony .....                                    | 16 |   |       |
| The Ritual .....   | 16 |   |       |
| Applications .....   | 17 |   |       |
| Initiation Materials .....                                       | 17 |   |       |
| <b>CHAPTER V: Programming</b>                                    |    |   |       |
| Programming Guide and Deadlines .....                            | 18 |   |       |
| Programming Examples .....                                       | 19 |   |       |
| Organizing a Program .....                                       | 19 |   |       |
| <b>CHAPTER VI: Finances</b>                                      |    |   |       |
| Initiation Fees .....  | 22 |   |       |
| Local Dues .....   | 22 |   |       |
| Student Government Procedures .....                              | 22 |   |       |
| Budget .....   | 22 |   |       |
| P.A.D. Tax Status .....  | 23 |   |       |
| Fundraising .....  | 23 |   |       |
| <b>CHAPTER VII: Alumni</b>                                       |    |   |       |
| Alumni Networking .....  | 24 |   |       |
| Recent Graduates .....   | 24 |   |       |
| You as an Alumnus .....  | 24 |   |       |



# FOREWORD

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P.A.D. Officers and Members:

Whether you are a member that is wanting to get more involved or an elected officer of your Chapter, the Pre-Law Chapter Operations Guide is a great resource for learning how a P.A.D. Pre-Law Chapter should operate. Inside this guide is information regarding P.A.D. — recruitment, programming, finances, Chapter organization, and much more.

These tools are necessary for the Chapter to have a successful year. They will help ensure that the Chapter's successes continue after you graduate. I encourage you to take notes and supply additional information to this guide that will help the next generation of officers and members in your Chapter.

Support for you and your Chapter does not end with this guide. The International Executive Office is available with any questions that you may have and online courses have been developed at P.A.D. University.

As a member and employee of P.A.D., I am dedicated to helping your Chapter achieve its best year after year. As Director of Pre-Law Operations, I am here to answer any questions or concerns that you may have in dealing with any area within your Chapter. The success of the organization and each Chapter is of my utmost concern.

I look forward to working with you throughout the year!

Fraternally,



Byron K. Rupp  
Director of Pre-Law Operations

## COMMON P.A.D. ABBREVIATIONS

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Following are a few common abbreviations that you will see in P.A.D. publications.

|                 |                                |
|-----------------|--------------------------------|
| IEO or EO ..... | International Executive Office |
| IEB .....       | International Executive Board  |
| TRIB .....      | International Tribune          |
| ED .....        | Executive Director             |
| DPO .....       | Director of Pre-Law Operations |
| DP .....        | District President             |
| PLAC .....      | Pre-Law Advisory Council       |
| SGA .....       | Student Government Association |



# CHAPTER I: LEADERSHIP

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## Leadership and Phi Alpha Delta

*“The first task of a leader is to keep hope alive.” – Joe Batten*

Congratulations upon becoming a Chapter officer within the Pre-Law Program of Phi Alpha Delta Law Fraternity, International. You have taken a position of responsibility and service within the Fraternity that just a fraction of others have. We look forward to working with you to develop and grow your Chapter as well as your own organizational and professional skills.

You may have zoomed past page three. Turn back for a moment and read Phi Alpha Delta’s Mission, Vision, Core Values and Declaration of Purpose. Okay, now do it just one more time. Though most organizations have similar statements, these words are P.A.D.’s lifeblood and shall be the foundation of all of your efforts. That one simple page will pave the way through your leadership role in Phi Alpha Delta and in life.

You have joined the preeminent law fraternity in the world. Phi Alpha Delta is a family whose core values create leaders. You are that leader and you will make a difference. These next 40 or so pages are filled with good information in the form of a guide. It is up to you as a leader to take this useful information and make it extraordinary. Bring a new energy to your Chapter, be that one person to carve out a new destiny for your Chapter, school and ultimately, for yourself.

One of your first tasks as a leader is to take 10 minutes of your first meeting and read the P.A.D. Mission, Vision, Core Values and Declaration of Purpose to your fellow officers and members. This will be your foundation for the future. These words are for every member of P.A.D., officer or member, and will be the key to establishing the next class of officers. Express with intensity and sincerity the depth of your feelings for your goals. You cannot expect others to make your ideas work – you must work together.

## Leaders Encourage the Heart

Attaining any shared vision is difficult. Recognize that everyone becomes exhausted, frustrated or even disenchanted at times. Lets face it, everyone is busy trying to get through school and life in general. You and your fellow officers are the ones to encourage others to keep motivated. Do this by honoring the accomplishments of your members and taking a few minutes to THANK everyone for their efforts.

Recognize the other Chapter leaders, their past and future efforts, and encourage them to take on greater roles. Once you begin asking people to get involved, future P.A.D. leaders will emerge. These future leaders should start in positions such as committee chairs to get a taste of how to effectively lead a Chapter.

Throughout this Guide, you will find many instances on how P.A.D. and leadership go hand in hand with your Chapter and in life. You are in the perfect place... now is the time to communicate your passion about P.A.D. to others. Inspire often!



# CHAPTER II: CHAPTER ORGANIZATION

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## A. Executive Board

### Introduction

Each P.A.D. Pre-Law Chapter has an Executive Board consisting of the President, Vice President, Secretary and Treasurer. These four positions are the key leaders and the officers who convey the ideals that P.A.D. holds so dear.

The officers of this Chapter shall have the following duties:

- a. **President** - The President shall be the chief executive and administrative officer of the Chapter. The President shall work with the other officers to ensure that all other Chapter officers and committees are performing the duties of their respective offices and shall be responsible for the welfare and dignity of the Chapter during their term of office. The President is responsible, along with the other Chapter officers, for ensuring that the Chapter follows the Fraternity's Financial Policy for Pre-Law Chapters, the Open Membership Policy, the Alcohol Policy and Anti-Hazing Policy. It is always important to remember that the President must work with the other officers and cannot be an effective leader if their actions are dictatorial.
- b. **Vice President** - The Vice President shall work with the President in the performance of such Chapter duties as may be requested by the President. In the event of the absence, death, resignation, disqualification or removal from office of the President, the Vice President shall automatically assume the duties of the President. The Vice President shall be the public relations and historical officer of the Chapter provided however, that Chapter By-Laws may assign such public relations and historical duties to another officer; shall submit written articles of Chapter and Fraternity interest to the Director of Pre-Law Operations for publication; and shall perform such other duties relating to publicity as the Chapter President or the Director of Pre-Law Operations may request.
- c. **Secretary** - The Secretary shall be the chief recorder and correspondent of this Chapter. The Secretary shall keep a true and complete record of all matters pertaining to this Chapter and shall certify thereto when necessary. The Secretary shall be the custodian of the Chapter By-Laws, minutes, and administrative records and reports of this Chapter. The Secretary shall maintain a record of all Chapter members, together with their current addresses and shall dispatch notices of meetings to members as appropriate. The Secretary shall maintain a close liaison with the Chapter's advisor or advisors and with the clerk of the local P.A.D. law school Chapter if applicable. They shall be responsible for submitting the official reports required of the Chapter by the procedures promulgated by the International Executive Board and shall furnish the Executive Board, Director of Pre-Law Operations and Chapter President with such information as each may request.
- d. **Treasurer** - The Treasurer shall be the chief financial officer of this Chapter and be responsible, along with the other Chapter officers, of ensuring that the Chapter follows the Fraternity's Financial Policy. The Treasurer shall have charge of all Chapter funds and of the collection and disbursement thereof.

### Additional Positions

The four positions listed above are required by the Constitution and International By-Laws but do not have to be all inclusive. The Chapter may expand the Executive Board to include additional positions that are necessary to properly run the Chapter. Please remember that positions should only be created when in the best interest of the Chapter and must have



specific duties assigned to them. An Executive Board position should never be created with a specific individual in mind since they will graduate in very short order. Less permanent positions such as committee chairs should be utilized instead.



## B. What Makes a Great Executive Board - Leadership

There are core elements which blended together make for the best P.A.D. leader.

### 1. Excellent Communicators

Whether in practice or your personal life, good communication will not only help get things done but also ensure that they are done properly. Leaders are only as powerful as the ideas they communicate. Keep **constant** and **clear** communication and understanding with the rest of the Executive Board, Chapter members, Advisors and the Executive Office.

Officers must maintain accurate email addresses on record with the Executive Office. The Fraternity will regularly send information that officers must be aware of. If an officer chooses to not maintain their contact information they will be considered to have effectively resigned and the International Executive Office will replace them with another member from the Chapter.

### 2. Time Management and Organizational Skills

Great leaders are well organized and possess excellent time management skills. This is especially true for P.A.D. Officers because you are working with students, school faculty, and attorneys. To effectively manage your time, be aware of your personal and Chapter goals. Develop and maintain a personal and flexible schedule. Great time managers are able to create schedules that work for themselves and not for everyone else around them.

### 3. Sharing Responsibility

Even though the Executive Board leads and directs the efforts of the Chapter, it is there to serve the Chapter members and the Fraternity. Remember that this monumental task does not rest on anyone's individual shoulders. The Executive Board may be able to get the job done on its own, but imagine what will happen when you have a strong support system within the Chapter.

It will take the cooperation of the entire Chapter in order to excel. As you will learn, setting up a committee system is one way to share responsibility. If you are having a difficult time getting members involved, use the "Rule of One." It's a simple concept where you ask a member in person to help you with *just one thing*. You will get results.

### 4. Leadership in Life

Being elected as a P.A.D. Officer is not just about leading a Chapter, it's about gaining skills for your future practice and life. Here are some examples of duties that will be taken on as an officer and how they will relate to your practice:

**Recruitment** – Many practices require attorneys to find their own clients. This is especially true if you are a sole practitioner. During P.A.D. recruitment, you learn how to speak with individuals in a professional, yet persuasive manner while earning their respect. This is a necessary skill to possess when you have to look for clients or sell your case to a jury.

**Chapter Finances** – Learning how to develop and maintain a budget will help you in every aspect of life whether professional or personal. Learning how to manage funds will enhance your ability to properly manage funds for future clients or your own practice.

**Communication** – As an officer, you will have to learn to develop effective communication skills. Communication is necessary to be a successful officer just as it is with being a successful attorney. You have to keep your client informed through prompt and clear communication.

**Delegation of Duties** – Delegate don't abdicate. Avoid becoming overburdened. It's important to learn how to pass along duties to assistants, other attorneys and paralegals just like delegating duties to other officers, committees and members. The key to successful delegation is to build in time to follow-up and ensure that everything is on track to succeed!

## C. Elections and Transitions

### 1. Elections

The election of new officers in a timely fashion is necessary to ensure continuity within your Chapter and the Fraternity. The Fraternity expects all Chapters to hold elections no later than **the first Monday in April**. Outgoing officers should encourage qualified members to run for office by the beginning of March. Elections should be monitored by a neutral party (someone who is not running for a current position and preferably the Faculty Advisor) and should be well publicized so that all members have an equal opportunity to vote. Elections are best in an open forum where discussion and voting take place in front of the membership. Officers should make sure that they are familiar with the Chapter By-Laws and Rituals before organizing an election.

**On-line elections** are at times difficult to monitor. Please be aware that additional safeguards should be implemented to avoid any possible issues. If your Chapter decides to have on-line elections, Chapter members should have ample time to cast their votes (typically 48 hours) and discuss the candidates in an open forum. In addition, before electronic voting takes place, each candidate should have the opportunity to present their platform in front of the Chapter. A neutral party should administer the voting procedure. However a Chapter decides to vote, whether in person or electronically, the procedure must be voted on by the membership and written in the Chapter By-Laws.

### 2. Transition

All new officers take their positions upon the administration of the Oath of Office, which should happen immediately after the election. Past and current officers should have a transitional meeting shortly after election of officers. This transitional meeting is the best way to pass on the duties of each office. Each element of the following checklist should be thoroughly discussed and properly handled:

- All Chapter materials (Banner, gavel, merchandise, etc.)
  - Keys and passwords
  - All files and manuals
  - Bank account information
  - Change signatories on all accounts (within three business days)
  - Discuss duties of each officer position
  - Discuss the fall calendar
  - Review Chapter activities and challenges of the past year
  - Electronically report the new officers to the IEO



The transition may not answer all of the questions that will arise concerning Chapter operations. However, its main purpose is to give direction and guidance for the Chapter to continue to move forward. If no transition meeting is held, or you still have questions, you should contact the EO to schedule a Virtual Chapter Visit with the Director of Pre-Law Operations.



## D. Chapter Committees

The success of Chapter programming requires the interest and desire of every member. To gain cooperation among Chapter members and to prevent apathy, each member should be invited to serve on a committee. Committee systems can be designed in different ways but the key is to have them in place. Have new members join a committee as part of the Initiation Ceremony using sign up sheets and give them something to do right away. The highest point of excitement for most members is the day that they join P.A.D. Tap into that enthusiasm right away and you will enhance both your Chapter and their membership experience. Every member should be asked to sign up for at least one committee.

### Standing Committees

The Chapter should effectively use the following standing committees:

- **Professional Development Programming Committee** - This committee is responsible for developing, planning and implementing programs for the advancement of professional development among its members and the student body.
- **Academic Development Committee:** This committee develops and implements programs and projects to aid in the scholastic achievement of the Chapter members and the student body. The Faculty Advisor is a great resource for this committee.
- **Membership Committee:** The Membership Committee is responsible for the continuity of the Chapter by actively recruiting year-round while also working to retain the existing membership. While all Chapter members are responsible for recruiting, the committee should conduct a concentrated recruitment program throughout **each** semester. The committee should make efforts to retain the involvement of its members while enrolled in school *and* after graduation.
- **Finance Committee:** The main responsibility of this committee is to develop sources of revenue for the Chapter through fundraising projects in addition to the Chapter dues and school funding. It also reviews and analyzes the financial condition of the Chapter on a continuing basis and shall report to the Chapter its recommendations.
- **Community Service Committee:** This committee develops programs and projects in efforts to reach out to the community through varied service projects.

### Additional Committees:

The Chapter may develop other committees that are more specific to your school's activities or Chapter's composition.

- **Alumni Networking Committee:** This committee reaches out to area Phi Alpha Delta alumni members integrating them into the Chapter's programs, initiations and network. Alumni Advisors are also great resources for committee work.
- **Public Relations Committee:** The PR committee is charged with helping develop positive methods of publicizing the various activities of the Chapter at the school, in the local community and within the Fraternity. This committee also helps the Chapter become a prominent name throughout the school. It submits, through the Vice President, appropriate photographs and articles for The Reporter, the official publication of Phi Alpha Delta.
- **Social Committee:** This committee plans, develops and executes social programs for members of the Chapter, encouraging the development of a close bond of friendship among the members of the Chapter while in school and the continuation of such associations after graduation. It also develops appropriate functions to aid in the development of a fraternal bond between its pre-law members, members of other Chapters, and P.A.D. alumni.

## E. Meetings

### 1. Executive Board Meetings

The Executive Board and Committee Chairs should meet at least twice a month between regular Chapter meetings. These leaders will lend guidance and direction for all Chapter activities.

### 2. Chapter Meetings

#### a. Importance

Chapter meetings provide the forum in which the Chapter operates. They are an important aspect of Chapter organization and communication. Meetings must be carefully planned and conducted. Meetings should be made attractive and interesting to the members to ensure participation. All members of the Chapter should be encouraged to attend meetings. One way to encourage members to attend is to combine the meeting with a program or speaker.

#### b. Regularity

Chapter meetings should be held at least twice a month on regularly scheduled days and at a consistent time so that the membership can plan their schedules accordingly. The scheduling of Chapter meetings should be carefully considered so they are held at times and places convenient to the majority of the members. The officers should make certain that all necessary arrangements for the meeting are made and that the Chapter room is prepared properly.

#### c. Parliamentary Procedure

The business of each Chapter meeting should be conducted by the rules of parliamentary procedure as outlined in the latest version of *Robert's Rules of Order*. The objective of these procedures is to enable the assembly to take group action accurately and fairly by the adoption or rejection of "motions."

#### d. Agenda

All Chapter meetings should be conducted with a carefully planned agenda. Prior to each meeting, the President should call an Executive Board meeting to establish the agenda. While all members should be encouraged to submit items to be included on the agenda, the final decision on the arrangement of the agenda should rest with the Executive Board. If necessary, the President should determine which committee reports are ready to be submitted to the Chapter for action. The Secretary should distribute the minutes of the preceding Chapter meeting ahead of time in order to keep the business of the Chapter moving. At the conclusion of the agenda, the President should allow individual Chapter members to submit additional items for Chapter consideration.

#### e. Minutes

The Secretary is to take minutes of every meeting and submit them to the Director of Pre-Law Operations. The minutes are to be proofread and distributed before Chapter meetings. Many Chapters distribute minutes electronically. The minutes of the meetings should also be available for review by the Chapter membership.



## F. Chapter By-Laws

Every Chapter needs to have a set of Chapter By-Laws that govern the operation of a Chapter. The Pre-Law Model Chapter By-Laws can be found on the P.A.D. website. The Constitution states that any Chapter that does not have adopted set of By-Laws is to be governed by the Pre-Law Model Chapter By-Laws. Before a vote is held on proposed changes, the Chapter is strongly encouraged to submit the Proposed By-Laws to the Director of Pre-Law Operations for his/her input regarding any potential conflict with the International Constitution and By-Laws or other potential issues. Once the Chapter has adopted By-Laws, it must submit them to the IEO for Fraternity record. Until the modified Local Chapter By-Laws are received by the IEO they will not be considered in effect.

## G. Chapter Advisors

Chapter Advisors are appointments that are made by the Director of Pre-Law Operations with the advice and consent of the Chapter to aid and advise operations.

### 1. Alumni Advisors

Alumni Advisors are in place to encourage and sponsor activities of the Fraternity, be available to advise Chapter officers, assist and report to the Director of Pre-Law Operations, encourage Chapter participation in the Leadership Symposia and Pre-Law Conference.

### 2. Faculty Advisors

The Faculty Advisor is the liaison between the Chapter and the school administration. In addition, they encourage and promote scholastic attainment by the Chapter members. P.A.D. values Faculty members so much that they are initiated at no cost.

## H. P.A.D. Website

P.A.D. embraces technology and web-based functions. Below are a few ways to help report your information directly to the Executive Office.

### 1. Chapter Organization

With the website, Chapters have full control of their membership. By logging into the P.A.D. Portal, Chapter officers have administrative privileges that allow them to access their Chapter records. The P.A.D. Portal can be found in the link "P.A.D. Connections" section on the Fraternity Website. The site includes instructions on how to log-in and where to go to find various information.



When reviewing the Chapter roster online you will see four categories:

- **Student member:** Individuals that have submitted an application, payment and initiation date. No further action is needed.
- **Pending member:** Individuals who have submitted an application and payment but the EO *does not have* an initiation date.
- **Pending payment:** Individuals that have submitted applications but have not paid. They may also be missing an initiation date. If payment is not received within 14 business days of the initial application, they will be removed from the Executive Office database.

Within the Chapter membership roster, you also have access to the list of Alumni from the Chapter. This includes all alumni that are listed under the Chapter name. Current officers can also update their officer rosters. This is important to complete immediately after elections.

Encourage your members to regularly log into the P.A.D. Connections and update their contact information.

## 2. P.A.D. Connections

You can find P.A.D. information, network with members, and post information on the P.A.D. Facebook Group, Linked In, Yahoo! Group, and P.A.D. Community. Check the website for additional resources under P.A.D. Connections as they become available.



### I. The Reporter

Phi Alpha Delta's official quarterly publication is called The Reporter. Every dues paying alumni member receives a complimentary copy mailed to them. Bulk copies are distributed to Chapters throughout the year. The Chapter Secretary should distribute these Reporters at a Chapter meeting.

Officers are encouraged to submit articles of their Chapter events for publication in The Reporter. This is a fantastic way to tell your fellow brothers and sisters around the globe what your Chapter is doing.

To submit an article, story or picture for publication, please visit the P.A.D. website or email us at [info@pad.org](mailto:info@pad.org).

### K. Virtual Chapter Visits

Your Chapter may schedule a virtual visit where the Executive Office uses technology to accomplish specific goals. Various training sessions are available during the year. Visit the P.A.D. Website for details.



# CHAPTER III: RECRUITMENT

## A. WHY JOIN P.A.D.?

Think back to when you became a member of P.A.D. What were the main reasons you joined the Fraternity? While the underlying reason was most likely an interest in the law, the most important thing to remember is that individuals join P.A.D. because someone ask them to. This is the simplest, and yet most forgotten, element of effective recruitment. At some point during the recruitment process, the recruiter/officers need to specifically ask someone to fill out an application, submit the initiation fee, and JOIN!

Other important reasons to join P.A.D. include:

- Networking and professional contacts
- Professional programs
- Academic assistance programs
- Building leadership skills
- Member benefits
- New friends and social activities
- Association with Prominent leaders in the legal profession
- Many more intangible benefits

## B. When Should a Chapter Be Recruiting

The simple answer to that is ALWAYS! Recruitment materials will be sent to the Chapter at the beginning of each semester. A Chapter should be recruiting year-round but here are three times when a Chapter needs to focus on recruitment:

### 1. As soon as School Begins

Invite people to the your events and once they come tell them about the benefits of P.A.D. The tangible (LSAT prep course discounts, insurance discounts, local Chapter programming, etc.) and intangible benefits (networking, fraternalism, etc.) will convince anyone interested in making an informed decision about pursuing a career in the law to join. The key is to be professional and social in order to draw positive attention toward the Chapter and ultimately, P.A.D. Remember always that it is up to you and the Chapter to earn their respect and desire to become a member of P.A.D.

### 2. Classroom Announcements

Classroom Announcements are a great way to tell a large group of students about an upcoming P.A.D. event or joining P.A.D. You will find that most professors are willing to give a minute or two to make an announcement before a class begins. Your should also post information on all Department bulletin boards and via the various social networking sites to reach as many interested students as possible.

### 3. Campus Leaders

Having Chapter members involved in different ways throughout the school can be a great recruiting tool. When members are actively involved in the school, P.A.D. seems like an organized group of leaders. It also helps spread the word of P.A.D. to different facets of the university. Orientation leaders, SGA Representatives, Mock Trial competitors, etc. are tremendous outlets for P.A.D. members. Utilize the skills and presence of these individuals in the recruiting process.



## TEN ELEMENTS of a GREAT P.A.D. RECRUITMENT EVENT:

1. Chapter Banner
2. Interested Sign Up Sheet
3. P.A.D. Benefits
4. Chapter Calendar
5. Professional Attire
6. Brochures & Booklets
7. Many Recruiters
8. Applications
9. Follow up
10. Positive Attitude

#### 4. Calendar

A well-rounded, diverse calendar is the single greatest recruitment tool a Chapter can have. By holding programs that truly help students make an informed decision about the law and a career in the law, P.A.D. will become a household name at the school. By holding several in “Member Only” events, the Chapter will also successfully use its programming success to entice students to join.

#### 5. Facebook/MySpace/Twitter

By maintaining a presence on these and other social networking sites, you’ll be able to broaden the scope of your potential new members. You’ll also be able to communicate information regarding upcoming events quickly and easily. The key will be to keep the site(s) fresh with new information and pictures.

#### 6. Follow-Up

Interested student sign-up sheets should be used at all P.A.D. events. Following-up with those contacts will mean the difference between 5 or 50 new members. It’s always best to reach out to individuals via phone or in person. Having a committee focus on this task will be most beneficial. You can have the best recruitment in the world, but if there is no follow-up, the Chapter will miss out on members.

#### 7. The Competition

Some schools may have pre-law societies on campus in addition to P.A.D. Interested students will approach you and ask “What’s the difference between P.A.D. and them?” Remember, that all competition is healthy and spurs excellence. The stance you and your Chapter members should take is to show what sets your Chapter apart. We clearly are the only pre-law student organization that will carry on past graduation, regardless of whether our members go on to law school or pursue a different career!

The facts are clear. P.A.D. is the world’s largest legal organization. We have more chartered and active Law School Chapters, Pre-Law Chapters and Alumni Chapters than any other legal organization. Our history is as a Fraternity of Firsts; we were the first to welcome members of all religions, the first to welcome members of all races, the first to welcome members of all genders and the first (and only) to welcome Pre-Law members.

Membership in P.A.D. can last a lifetime with benefits being derived by our members regardless of whether they are a college Freshmen trying to figure if the law is for them, a 2nd Year law student or a longtime attorney who needs local counsel far away from his locale.



# CHAPTER IV: INITIATION

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## A. The Initiation Ceremony

Each Chapter is expected to have **at least two initiations each semester**. However, there are no limits on the number of initiations that a Chapter can hold. It is important to have an initiation as early as possible in the fall and spring semesters because new members will be eager to become involved. Since there is no acceptable pledge process there is no reason to make people wait to join. You will find students discovering the desire to learn about the law and legal process throughout the year. The Chapter is expected to give everyone the opportunity to join throughout the year as well. Remember that the initiation ceremony is designed to be a part of a regular Chapter meeting with the business session continuing immediately after the initiation ceremony. At all times please remember that the Initiation Ceremony is an inspiring event and one that triggers excitement, enthusiasm to pursue their interest in the law and a desire to get involved immediately. Take advantage of that enthusiasm and get your new members involved immediately!

## B. The Ritual

Our Fraternity was founded on certain principles and ideals: **Integrity, Compassion, Courage, Professionalism, Service, Diversity, and Innovation**. It is the purpose of this Ritual to preserve these principles and ideals in concrete terms and ensure their continuity.

In some matters, practices differ as conditions differ, and therefore the By-Laws of any one Chapter may differ slightly from the rest. However, the ideals upon which the Fraternity is founded are uniform and permanent. Therefore, the Ritual cannot be changed. As years go on, the words and phrases become known to member after member and bind us together.

Each officer of the Chapter has duties which are ritualistic in character. Each officer should read the Ritual in its entirety upon their election and prior to each initiation. While the Rituals are designed to be read, it is important that those participating be sufficiently familiar with their parts to deliver them accurately.

The Ritual should always be spoken in a voice which is calm and deliberate. Remember that you speak for the Fraternity, for your Chapter as well as for yourself. The Ritual of the Fraternity can be found on the P.A.D. Website.



**C. Applications**

Chapter officers must submit all applications that they have in hand at the end of each month and applications of initiated members must be submitted to the Executive Office within ten days of the initiation complete with fees and appropriate initiation date listed. It is most important that handwritten applications be legible with complete contact information.

Applicants **must** be paid in-full before being initiated. If a Chapter initiates an individual that has not submitted payment, the Chapter will be responsible for the initiation fee.

**D. Initiation Materials**

Once the Executive Office has received applications, payments and initiation dates of new members, initiation materials will be sent to the Chapter. Initiation materials include a membership pin, membership card and certificate. If a member loses their initiation materials, they are able to purchase replacement materials online.

Initiation materials are typically shipped out within ten business days of receipt. Chapters may request to have their initiation materials for the ceremony. However, for that to occur, ALL applications must be in the Executive Office ten business days **prior** to the Initiation Ceremony. Contact the Executive Office by phone if you are requesting the initiation materials ahead of time. If you have any questions regarding the turnaround time for initiation materials please contact the Executive Office.

Initiation materials will be shipped to the return address on the envelope containing the applications unless the Chapter has clearly indicated otherwise.

**“Reasons Applications Have Not Been Shipped”**

- No initiation date on application(s).
- International Initiation Fee was not received for applicant(s).
- Not providing a proper mailing address in which the materials are to be sent. Materials cannot be sent to a P.O. Box.



# CHAPTER V: PROGRAMMING

Your Chapter, and the focus of your programming, shall be to fulfill the Purpose and Goals of the P.A.D. Pre-Law Program. Those are:

Each member should be able to use our materials and Chapter programming to make an informed decision about what a Juris Doctor degree (JD) will enable them to do. For those who decide a career in the law is what they want, our materials and programming should help prepare them towards getting into law school and to succeed while there. For those who decide not to go to law school, they should also be made aware of the continuing benefits of membership in school and after their graduation.

It is important to remember that the Fraternity considers it just as much of a success when members realize that they do not want to go to law school as we do for members who are successfully admitted to law school.

**The focus of each Chapter must be upon answering the questions of:**

- What do I need to do to earn a Juris Doctor (JD) degree (i.e. Law Degree);
- What can I do with a JD (traditional and non-traditional)
- What does it take to get into law school;
- How do I prepare myself to have the best chance to get into law school;
- How much does it cost to get into school?

## A. Chapter Programming Guide and Deadlines

Please use this guide to set up your calendar and create programs to provide services to the student, the school, the profession and the community: Each Chapter is expected to hold programming that is focused heavily upon areas of Professional Development. When you look at your list of programs, it should break out to something like this:

- 75% Professional and Academic;
- Less than 20% Social;
- The remainder should be Community Service.

Please remember that single events can fulfill multiple expectations.

Your Chapter programming should include a minimum of the following types of events:

- Recruit new members throughout the semester and **hold at least two initiations each semester**. The Chapter should always recruit enough members to replace those that will be graduating during that school year;
- Two community service programs each semester;
- Two LSAT information seminar/practice test each semester;
- Four professional development programs each semester;
- Have Chapter meetings at least twice a month;
- Have officer meetings at least twice a month.
- **All applications must be submitted to the Executive Office at the end of each month** to ensure that checks don't expire or bounce when submitted. The Executive Office will send monthly reminders to the Chapter.



## B. Programming Examples

### 1. Professional and Academic Development Programs

These programs are designed to help members and students learn about the practice of law and prepare for the rigors of law school. They cover issues that help students make decisions about their professional career/life. Examples include: Law School Admissions Officers, speakers who are public or private attorneys, law student panels about life in law school, a Judges Roundtable, Attorney shadowing, and Etiquette dinners.

### 2. Academic Assistance Programs

Academic Assistance programs are designed to help members prepare for the LSAT and their future law school studies and ultimately pass the bar exam. Examples include: LSAT reviews, How to Take Notes in Law School and How to Study in Law School.

### 3. Alumni Networking Events

Alumni Networking Events bring P.A.D. alumni into your Chapter activities. These events are often combined with professional and social activities. The key is to keep Law alumni and Pre-Law graduates involved in the Chapter. Building a solid base of alumni takes time. Start small so that the event can be a success no matter how many alumni members attend. As the number of involved alumni increases, build up to more extravagant events. Examples include: golf tournaments, initiations, banquets honoring local P.A.D. members and Judges, and alumni luncheons.

### 4. Social Programming

Social Programming can be a benefit, but should never be the focus of the Chapter. Examples include: Motion to Strike Bowling Nights, family cookouts, etc. Please refer to the P.A.D. Alcohol Policy when planning social events.

### 5. Community Service

Community Service Programs have always been a hallmark of Phi Alpha Delta operations. This is your Chapter's chance to support charities and other worthwhile causes. Try to brainstorm ideas that help the community but are still law related. Examples include: Volunteering at Special Olympics, Food drives, Blood drives, etc. The Fraternity's Pre-Law Financial Policy is available at [www.pad.org](http://www.pad.org) and provides clear and concise expectations.

If you need more information regarding how contributions effect taxes, please contact the Executive Office. Remember that P.A.D. does have a charitable entity called the Phi Alpha Delta International Endowment Fund. The Endowment Fund provides scholarships and other worthy giving that directly supports P.A.D. programming and members.

## C. Organizing a Program

### 1. Brainstorming

The Executive Board and/or committee should brainstorm for ideas that fill a school's needs while meeting Fraternity expectations. Think of ideas that could really benefit your members. If you are having trouble thinking of ideas, speak with your Faculty Advisor or the IEO.

### 2. Time and Place

Set a time and date. Make sure that there is adequate time to set up the event and publicize. When planning any event, have several dates available to see which one works best for the majority of your members.





Remember that not everyone will want, or be able, to attend each event. That's alright. Your job is to provide yourself and your members with the opportunities necessary to help make an informed decision about law school. That's all that is expected. However, always analyze why a program didn't meet your attendance expectations before holding your next event. If the issue was scheduling conflicts or not enough publicity, you can easily improve the attendance and success of the next event through by learning from your past mistakes.

### 3. Make Your Contacts

Give your guests adequate time in order to get the event in their calendar. Use contacts that your members may have. For example, if you are having a speaker on patent law and have an individual in the Chapter working for a patent firm, have the member make that contact. Use the P.A.D. Network.

### 4. Publicizing

Make sure the entire school is aware of the event through announcements made in person and electronically. The publicity will draw new interested students who will want to become new members!

Pursue as many as avenues as are available when publicizing an event. Common areas of publicity are announcement screens around school, email, listserves, flyers/department bulletin boards, Facebook, and MySpace. Be sure to include a note on program announcements that states that interested students who are not yet members are welcome to attend if the event is not one of your Members Only events.

### 5. Execution

Preparation is key. Make changes to accommodate where necessary but the best plan is one that is followed. If a Chapter continually changes or cancels dates and programs, it will lose its credibility. Be prepared and the event will go smoothly.

When holding events, the Chapter should take a few minutes to speak about P.A.D. so attendees know who is hosting the occasion. Assign a member to lead the introductions and announce how to join P.A.D. Include a sign-up sheet and membership applications.

### 6. Show Appreciation

When holding a program or event, it is important to let everyone involved know that they are appreciated. The single greatest thing a Chapter can do to keep members involved is to publicly thank your members for the work they do. After the event, thank speakers, members helping with the event, and the audience for attending.



## 7. Reducing Liability

It is important that every Chapter do what it can to not only reduce liability for the Fraternity but also for the Chapter and its officers. Chapter Officers, and probably their parents, are likely to be personally named in any lawsuit that occurs under their leadership. Do what you can to ensure that a lawsuit does not occur by implementing the following:

- Ensure that the programs and activities of the Chapter comply with all federal, state, local, and institutional (college or university), and Phi Alpha Delta laws, rules and regulations. Take extra precautions when planning events, especially social functions.
- Personal vehicles should not be used for group transportation to and from Chapter events. Chapters should use a licensed third party transportation vendor that will provide professional drivers when possible. Chapters should not use member's vehicles or other vehicles operated by members to transport members and guests.
- Check to see if the business/location of any events being held by the Chapter requires a certificate of insurance. If they do, please contact the IEO for one.
- Be on the lookout for general liability claims. If bodily, property or personal injury occurs at a Chapter function, get the contact information of everyone involved. Contact the IEO as soon as possible.
- If a lawsuit does or MAY occur, **IMMEDIATELY** contact the Executive Director or Director of Pre-Law Operations at the International Executive Office by phone. Subsequently, forward all reports and paperwork pertaining to the lawsuit.



**IMPORTANT FACT:** Faculty members who do not belong to any other law fraternity may be initiated at no cost to the Chapter. This is a great recruiting tool!

# CHAPTER VI: FINANCES

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Dealing with Chapter Finances can be a rewarding experience for the Chapter Treasurer as well as other members of various committees. In the Appendix of this Guide, you will find the Pre-Law Financial Policy. This policy outlines the various expectations of each Chapter when dealing with finances.

## A. **Initiation Fees**

It is the responsibility of the President and Treasurer to make sure that all initiation fees and applications in the Chapters possession are submitted to the Executive Office at the end of each month. In addition, the Treasurer is responsible for ensuring that all initiation fees and membership applications are collected for all initiates prior to initiation. The Chapter should check the membership status of each applicant via the online roster to make sure that they are not “pending payment” when initiated. If you have questions regarding members in pending status, please contact the Executive Office.

## B. **Local Dues**

The Chapter may collect local dues at an amount decided upon by the Chapter and duly adopted as part of the local Chapter by-laws if those by-laws have been filed with the IEO. Please note that if the Chapter’s by-laws have not been submitted to the Executive Office, the Chapter is automatically operating under the Pre-Law Model Chapter By-Laws and no local Chapter dues may be lawfully collected. Nonpayment of local dues may affect an individual’s status with the local Chapter and the Fraternity. Please consult your Chapter By-Laws or the Pre-Law Model Chapter By-Laws for procedures on dealing with local dues.

## C. **Student Government Procedures**

Most universities have a student government body that oversees funding to student organizations. At a few schools, this is done directly through the administration. The Treasurer and President need to know what procedures are in place and how the Chapter requests funding from the school. This is an important part in making sure the Chapter has financial stability. More often than not, the requests for organization funding have to be done by a certain deadline and if that is not met there is no funding available to the organization for the year. It is vitally important that these procedures are known. This should be covered during officer transition.

## D. **Budget**

A Chapter’s budget is its financial plan for the fiscal period, and should control all of the other planning aspects of the Chapter. Each month the Treasurer should compare the budgeted income and expenses with the actual situation and report in detail the financial status to the Executive Board. It’s also expected that the Treasurer provide a financial summary of expenses each month to the general membership. If the income has fallen below expectations or if the expenses are too great, steps should be taken to immediately rectify this situation. Proper use of a Chapter budget by the Treasurer and the other officers will strengthen the Chapter financially.

Chapter officers should prepare and adopt a budget prior to the beginning of each school year. Assess the costs of each of your Chapter’s professional, social, publicity and recruitment programs. Obtain input in the budget process from each committee Chairperson. Each Chairperson should submit a budget outlining their committee’s plans and the projected costs to implement their plans. In agreeing upon a budget, the Chapter must be mindful of its sources of revenue, i.e. dues, fundraisers, etc. A budget is not carved in stone, but it should represent a workable plan and provide a good starting point for your Chapter. As plans and programs get underway, Chapter officers should review, update, and revise the Chapter’s budget in an ongoing basis.

In preparing a budget you should take into consideration the figures from the previous year's statement and the conditions of the coming fiscal year. You should be able to fairly accurately forecast the income and expenses for the coming year. Remember, the income must always equal or exceed the expenses. If the income exceeds expenses, the excess each year will provide a fund which can be used for various worthwhile projects. If the Chapter has previously operated at a deficit and the liabilities now exceed the assets, an expenditure entitled "debt reduction" should be budgeted to provide funds to wipe out such deficits.

**E. P.A.D. Tax Status**

Phi Alpha Delta Law Fraternity, International and its individual Chapters is considered an IRS 501(c)(7) organization. This puts P.A.D. under the clubs and fraternities category as a nonprofit, tax exempt organization.

P.A.D. IS NOT a charitable organization under 501(c)(3) which allows donors to claim deductions on contributions made to the organization. Firms and companies should contact their tax advisor for information regarding sponsorship.

In making another distinction between 501(c)(7) and (3) organizations, 501(c)(7) organizations and P.A.D. are not exempt from sales tax. The tax exemption status deals only with exemption from income taxes for the organization. This is important to remember when dealing with sales and purchases.

Each Chapter has an assigned Tax ID also known as the Federal Tax Identification number. The EO will provide this ID number to the Chapter. This number is to be used for opening bank accounts and other matters in which the number is required for doing business. Never use the Fraternity's designated Tax ID number, only use the Chapter's number.

The EO handles the tax returns for each Chapter by filing a 990 postcard form annually. However, if your Chapter has cash receipts of \$25,000 or more please contact the IEO as there are extra measures that need to be followed.

**F. Fundraising**

Fundraising is an important part of any Chapter especially when adequate funds are not provided by the school. Fundraisers that are fun and a competition can really bring about impressive results. Be creative and think outside the box. Design a fundraiser that is unique to your school. Successful examples include: Pre-Law related clothing sales, local Chapter dues, sports team fundraisers, restaurant fundraisers, firm sponsorships, degree candidate business cards, etc. Go to [www.pad.org](http://www.pad.org) to review the Pre-Law Chapter Financial Policy and Crest/Logo Usage guidelines.



**MORE INFORMATION:**  
For further information regarding Finances, please turn to page 29 to read  
The Pre-Law Chapter Financial Policy.

# CHAPTER VII: ALUMNI

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## A. Alumni Networking

Alumni networking is one of the facets of P.A.D. that is going to separate it from every other student organization on your campus. Memberships to other organizations on campus typically cease altogether upon graduation.

As a member of the P.A.D. Pre-Law Program, you have the opportunity to maintain your membership through your entire life, regardless of whether or not you go to law school. For those members who do go to law school, your opportunity to become a member of P.A.D.'s Law program begins with the Senior Transition Program. Upon graduation from law school you'll subsequently become a P.A.D. Alumnus/ae member. For those Pre-Law members who decide to pursue a different path, your membership in the Pre-Law program can continue as a Pre-Law Graduate by paying the annual Graduate Dues and remaining linked to all P.A.D. members. P.A.D.'s size, structure and network allow its members to stay connected in ways that other organizations cannot.

Keeping alumni involved is a great benefit for your members. Invite alumni to all Chapter events! Many Chapters reach out to alumni for academic or professional programs, but don't forget the social times too. Chapter events should allow student members to socialize and network with alumni members. Chapters are encouraged to hold events that are directly geared toward alumni. Most importantly, keep your alumni informed with Chapter activities. They are a great resource.

## B. Recent Graduates

One way to "jump start" a connection with alumni is for the Chapter to maintain a contact list of recent graduates. Each year, there may be dozens of involved law student members that lose connection when they graduate. By keeping a contact list, Chapters can keep these individuals involved with the Chapter and the Fraternity as a whole. The Executive Office and the District President can help these individuals get in touch with local area Alumni Chapters.

## C. You as an Alumnus

Remember to stay involved as an alumnus when you graduate. Officers and active members at the Chapter level will become the driving force of the organization as a whole in years to come. When you leave school, update the Executive Office with new contact information and stay in touch with your Chapter. Join the Alumni Chapter in your area. If there is not an active Alumni Chapter in your area, work with the Fraternity on reactivating or chartering an Alumni Chapter. Your involvement as an alumnus will help strengthen our Fraternity.



# CHAPTER VIII: INTERNATIONAL EVENTS

## 1. Regional Leadership Symposia

Throughout the year the Fraternity holds Leadership Symposia for Chapter Officers and future Chapter leaders. Attendees to these one-day Symposia receive intensive leadership training in all areas of Chapter Operations including programming, leadership development, networking and new member recruitment. All Chapter Officers are expected to attend the Leadership Symposia they are assigned to. You can see which Leadership Symposia your Chapter is assigned to by going to [www.pad.org](http://www.pad.org).

## 2. Pre-Law Conference, Mock Trial Competition and Law Expo

The Annual Pre-Law Conference, Mock Trial Competition and Law Expo features nationally recognized speakers who provide attendees with valuable insight into the law school applications process, the LSAT and the financial side to attending any type of graduate school. Attendees also receive high-level leadership training that will prepare them for their roles as leaders in the P.A.D. Pre-Law Program as well as in life. The Conference also features a Law Expo which provides attendees the opportunity to meet law school representatives from around the country. All Chapters are expected to be represented at the Pre-Law Conference.

The Mock Trial Competition provides attendees with the opportunity to compete on a national scale in front of practicing attorneys and Judges. The competition alternates between civil and criminal cases and is open to P.A.D. members only.



### A. Knowledge and Experience

The knowledge that students gain at the Pre-Law Conference is invaluable. While at the Conference, you will learn how to get the most out of your Chapter while fulfilling the Fraternity's motto of "Service to the Student, the School, the Profession, and the Community." Workshops deal with topics such as Chapter leadership, Chapter organization, effective recruitment, etc. Although all of the knowledge gained at the Conference can be taken back to the Chapter,

there are enormous amounts of personal knowledge that will also benefit each person who attends. Speakers often deal with topics such as Personal Finance, "Finding the Legal Job of Your Dreams," and career options.





## CHAPTER IX: INTERNATIONAL AWARDS

Phi Alpha Delta has a number of International Awards that are presented annually. This is a fantastic way to build credibility and recognize your efforts within your Chapter, School and in the Fraternity as a whole. All of the Awards Applications are available for download on the P.A.D. website. All Chapters are encouraged to apply for these awards. Applications are due into the Executive Office no later than the first Monday in May each year. The following are the Annual International Awards:

### A. CHAPTER AWARDS:

#### 1. Don Hutson Outstanding Chapter

Presented to the most Outstanding Pre-Law Chapter of the Fraternity. Determined by the International Executive Board. The top three Chapters will receive a plaque for their accomplishments.

#### 2. Outstanding President

Awarded to the Pre-Law Chapter President who has performed the most outstanding service as a Pre-Law President during the year. The International Executive Board will vote on this award.

#### 4. Outstanding Secretary

Awarded to the Chapter Secretary, who in the opinion of the Executive Director, has performed the most outstanding service as a Pre-Law Chapter Secretary during the year.

#### 5. Best Professional Program

This award is determined annually by the International Executive Board for the Best Professional Program of all Pre-Law Chapters.

#### 6. Best Communications

This award is determined annually by the International Executive Board for the Best Communication Program of all Pre-Law Chapters.

#### 7. Top Recruiting Award

The Chapter that recruits the most members in one year will receive a plaque for their recruitment efforts.



# CHAPTER X: ADDITIONAL RESOURCES

Support for you and your Chapter does not end with this guide. Here are additional resources that are always available:

- International Executive Office
- P.A.D. University
- District Presidents
- P.A.D. Website
- Faculty and Alumni Advisor
- Constitution and International By-Laws
- Pre-Law Model Chapter By-Laws
- The P.A.D. Pre-Law Chapter Rituals
- The P.A.D. Reporter – Quarterly magazine for members
- P.A.D. Connections and P.A.D. Community
- International Executive Board Members

## A P.A.D. HISTORY LESSON

The origin of Phi Alpha Delta is unique in that it is the only law fraternity whose roots were nurtured in a legal controversy that began on November 4, 1897 which led to the founding of Phi Alpha Delta on November 8, 1902. Please familiarize yourself with the ritual and history of Phi Alpha Delta. Here are the resources that you have available at your disposal at all times on the website:

- Ritual
- Constitution and International By-Laws
- History Video
- History Book

## P.A.D. FACTS

**Flower:** Carnation

**Colors:** Purple and Gold

**Coat-of-Arms:** Consists of a crest, a shield, and the P.A.D. motto.

**Phi Alpha Delta:** Connotes the Greek phrase “Philos Adelfhos Dikaios”

**Philos Adelfhos Dikaios (Fee-los A-delfos Dekayos):** Stands for “Justice is a Dear Brother”, and in another translation, “Love of humanity and justice for all”

**Founder’s Day:** November 8, 1902

**Song:** Please find the official song of Phi Alpha Delta at [www.pad.org](http://www.pad.org)

**Official Publication:** The Reporter

### Phi Alpha Delta Toast:

Here’s to Phi Alpha Delta  
Here’s to the Purple and the Gold  
Where friendships are always warmest  
And hearts are never cold  
It’s a Fraternity of friendship  
It will never lose its hold  
So Sing for Philos Adelfhos  
And the Purple and the Gold



# APPENDIX: POLICIES, GUIDELINES & SAMPLES

Phi Alpha Delta Law Fraternity, International has a comprehensive Policy Manual that is available upon request from the Executive Office. The Policy Manual includes many other policies than the ones listed in this guide. For example the more complex and longer policies such as the complete conflict of interest, whistle blower, and other policies can be found in the Policy Manual.

For ease of publication, there are a few policies, guidelines and samples for you to refer too when running your Chapter. If at any time you have questions regarding policy and best practices, contact the Executive Office.

## A. Alcohol and Drug Policy

All members of Phi Alpha Delta Law Fraternity, International, including all members of the Phi Alpha Delta Pre-Law Program, agree to obey all applicable laws and regulations pertaining to alcohol possession, consumption and sale in effect in (1) the jurisdiction where their school is located or (2) the jurisdiction where they are hosting a Phi Alpha Delta related event, whichever is more restrictive. In addition, all members agree to abide by their respective school policies as those policies relate to alcohol and drugs. The possession, sale or use of any illegal drug or controlled substance at any Fraternity event is prohibited.

## B. Anti-Hazing Policy

Phi Alpha Delta Law Fraternity, International, is an international professional organization comprised of judges, lawyers, law students and pre-law members, having Chapters located in almost all of the 50 states and beyond. Phi Alpha Delta Law Fraternity, International recognizes that there exist state and local laws prohibiting the practice of “hazing”\*. An attempt to codify one uniform rule prohibiting hazing might conflict with such laws from state to state. Therefore, the universal policy of Phi Alpha Delta Law Fraternity, International relative to the practice of hazing is as follows:

Phi Alpha Delta Law Fraternity, International does not condone any form of hazing. No Chapter, member, pre-law member or prospective member shall engage in any activities which may be construed as hazing. Each member and Chapter of Phi Alpha Delta Law Fraternity, International, including each member and Chapter of the Pre-Law program, shall fully comply with all applicable state and local ordinances and laws which prohibit the practice of “hazing”. In addition, each member and Chapter shall comply with their school’s policies as those policies relate to hazing.

It is the duty and responsibility of every member of Phi Alpha Delta to report to local authorities and the International Executive Office of Phi Alpha Delta any and all conduct which that member in good faith believes violates such laws, ordinances or school policies. Failure to report such activities when required shall constitute grounds for the International Executive Board of Phi Alpha Delta to suspend membership and/or the charter of the offending Chapter until such time as there is satisfactory showing that such activity has ceased in its entirety.

Phi Alpha Delta Law Fraternity, International, reserves the right to revoke the rights and privileges of membership of a member or pre-law member who has at any time brought disrepute to the Fraternity through unworthy conduct, including but not limited to engaging in hazing activities.”

\*For purposes of this policy, the term “hazing” shall be defined to include but shall not be limited to: (1) the applicable state or local definition of such activities for the purposes of the criminal statute; (2) any course of conduct, whether committed on or off the school campus, by individuals calculated to, as a continuing prerequisite for association or membership into any organization, subject the victim(s) to physical or psychological abuse, harassment, violation of law, or otherwise designed to publicly or privately cause humiliation and embarrassment. Furthermore, the International Executive Board of Phi Alpha Delta Law Fraternity, International has determined that should there exist any conflict between the foregoing definition and that which has been established by legislative enactment for the purposes of criminal prosecution, the latter definition shall be and is hereby incorporated by reference into the fraternity’s policy.

### C. Whistle Blower Policy

P.A.D.'s "whistle blower" policy which allows members to report fraudulent, dishonest and questionable conduct of IEB members, EO staff members, District Justices, Chapter officers, volunteers, and members. This policy allows for reports to be made with an expectation of confidentiality and without a fear of retaliation. The Fraternity will not tolerate any sort of retaliation when a member, in good faith, informs appropriate individuals of such misconduct. This policy extends to officers and members within a Chapter informing the Executive Office or the District Justice of questionable policies or activity of officers, Executive Boards, and members at the Chapter level. In all instances, the appropriate authorities are allowed to investigate such reports and expect cooperation without revealing the identity of the whistleblower

### D. Crest/Logo Usage Guidelines

- Use of Phi Alpha Delta's distinctive crest is a benefit of membership. You are encouraged to promote P.A.D.'s mission by using the crest on flyers, business cards, and stationery for professional purposes. You should not use the crest on promotional items such as t-shirts or cups which are intended to advertise or involve alcohol.
- The crest, and any marks associated with P.A.D., are the property of P.A.D. and are protected by state and federal laws.
- The logo is the property of P.A.D.
- Members may not use the crest to state or imply that P.A.D. has endorsed their company or their company's products or services.
- Members will indemnify and hold P.A.D. harmless for any damages, including attorney's fees, incurred by the member as a result of use of the crest.
- Members agree to cease using P.A.D.'s crest upon request of the Executive Office and/or the International Executive Board.

### E. Pre-Law Chapter Financial Policy

The purpose of a P.A.D. Pre-Law Chapter is to provide Service to the Student, the Law School, the Profession and the Community. The Pre-Law Program was created to enable students who have not yet begun pursuing a law degree, to utilize the programs and materials available at both the local Pre-Law Chapter and through the International Fraternity so that they make an informed decision about pursuing a law degree and what they can do with that degree.

Each Chapter, in accepting the charter granted by Phi Alpha Delta Law Fraternity, International, acknowledged and accepted an ongoing fiduciary duty to the Fraternity, as well as to their past, current and future Chapter members. With that fiduciary duty comes certain basic requirements that all Chapters acknowledge and accept and that must be incorporated into their daily Chapter operations.

The Financial Policy for all Pre-Law Chapters is listed below.

1. Transparency of all financial actions by the officers.
  - a. At any time, a Chapter member, the Executive Office or any member of the International Executive Board may request to review Chapters' financial records. Within 72 hours the Chapter Treasurer must provide a full accounting of all income and expenses, bank statements and receipts accounting for all income and expenses for the prior twelve months.
  - b. Chapter officers shall not use the Chapter accounts for personal expenses.
  - c. Expenditures should be for as much benefit to the Chapter as possible.
  - d. Expenditures of significant portions of the Chapter accounts must be brought before the general Chapter.



Monthly reports – The Chapter Treasurer shall present a thorough report at one general Chapter meeting each month in which he/she provides to the Chapter membership.

The Chapter Treasurer shall also provide an identical report in writing and submit it to all Chapter members via email, the Chapter’s website, Facebook/MySpace and any other electronic medium the Chapter uses to communicate within 48 hours of each Chapter meeting that the report is required to be presented at.

2. Chapter contributions/donations – Chapter that raise funds or collect goods for a 3<sup>rd</sup> party charity shall:
  - e. Seek and receive written approval to use that parties logo, name and any other identifying insignia before soliciting to benefit for them;
  - f. Specify the specific amount of all monies/goods raised that will go directly to that charity (i.e. 100%/80%) in all of your solicitation letters and in your Chapter meeting minutes. A Chapter shall not be vague or provide an estimated amount. Failure to be specific may lead to allegations of misleading or defrauding those who contribute to the event and thus bring disrepute to the Chapter and the Fraternity;
  - g. Submit all raised monies in the specified percentage within 5 business days of the conclusion of the event.
  - h. Chapters should send a letter of thanks and recognition immediately to all contributors.
  
3. The Chapter officers and committees shall create a budget that they will use as a guide to determine how much money they need to raise, pay any outstanding debts, and shall revise that budget at the beginning of each semester.
  - i. The Treasurer shall maintain a copy of the budget that includes a comparison of actual versus budgeted expenditures and incomes. Any expenditure that exceeds 5% of the budgeted amount must be noted and commented upon at the next general Chapter meeting to make the membership aware of the overrun.
  - j. The Secretary shall ensure that meeting minutes reflect the Treasurers report.
  
4. Cash/Receipts/Checks
  - k. It is in the best interest of the Chapter not to accept cash for payment of local dues or international initiation fees. If the Chapter has no other choice though, it must:
    - i. Provide a receipt to the individual giving the cash;
    - ii. Keep a copy of the receipt given with Chapter records;
    - iii. Immediately deposit the cash into the Chapter’s checking account designated for the International Initiation Fees if the cash is provided for that purpose;
    - iv. Note on the individuals membership application that cash was paid, who it was received by and that their fees are included in the Chapter check to the Fraternity.
    - v. In all situations where the Chapter receives money or goods from members and non-members alike, the Chapter should provide a receipt and retain a copy of that receipt in the Chapter records.
    - vi. The Chapter should maintain a record keeping book of all financial transactions for a period of no less than 5 years.
  
  - l. A Chapter shall make copies of all checks received and written and retain said copies for two years for their records

5. IRS issued Employer Identification Number
  - m. When a Chapter charter is approved, the International Executive Office will apply for and receive a Federal Employer Identification Number. That number will be provided to the Chapter to enable it to open bank accounts and solicit donations as a 501(c)(7) non-profit.
  - n. Chapters shall not apply for their own EIN numbers.

6. Signatories (transition w/in 3 days of elections)

- o. Chapters should complete the changeover on all bank accounts to the new President and Treasurer within three days of the completion of Officer Elections.

All too often the Fraternity is asked to contact banks to confirm that the new officers are duly elected and should be given control of the Chapter account due to the prior officer's failure to complete this most basic fiduciary duty.

7. Multiple accounts – local Fees vs. Intl. Dues

The Chapter Treasurer shall keep initiation fees and other Chapter funds in separate accounts under trust and operating accounts, respectively as required by the International By-Laws;

8. International Initiation Fees

- q. The fee for a new Pre-Law Membership in Phi Alpha Delta Law Fraternity, International is One-Hundred Dollars (\$100).

9. Benefits given to Officers by LSAT Companies/(free courses)

- r. Any benefits such as free courses or discounts received by the officers or the Chapter must be reported to the other officers and general Chapter membership as well as to the Executive Office.

10. Chapters cannot, and shall not, sign exclusivity contracts with any vendor or LSAT Prep Course provider limiting member access to a variety of vendors.

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# PROGRAMMING EXAMPLES

## ACADEMIC

- QA about the LSAT
- QA about Personal Statements
- QA about law schools
- QA with Admissions Officers
- Recovering from a bad semester/year
- Balancing school and home/work life
  
- How To Seminars
  - Exam taking seminar
  - Note taking seminar
  - Outlining seminar
  - IRAC Seminar
- Coming back after a disappointing GPA
- Explain tracts the school may have
- "What classes to take to prepare"

## COMMUNITY SERVICE

- Easter Egg hunt
- Blood drive
- Raking leaves
- Adopt-a-highway
- Feed homeless
- Pick a local charity or cause
- Law Related Education
- Coaching a high school trial team

## ALUMNI

- Annual poker tournament
- Special annual award
- General event
- Socials

## SOCIAL

- Ice cream social
- Cookout or Tailgating
- Bowling or other Sporting Events
- Sporting Competitions

## PROFESSIONAL

- Panel of attorneys – various areas of the law
- Panel of attorneys – different size firms
- Bring in attorney to discuss in-house counsel work
- Prosecutor v. Public Defender
- Dress for Success (Partnership with Brooks Brothers)
- Etiquette dinner (can be combined with fundraising)
- Honor a judge
- Non-traditional careers with a J.D.
- Judge's Roundtable
- Team up with Judge to go see trial or hearing then meet with him afterwards
- Finding a related job
- If do not have attorneys in your area to do these use professors (they have practiced and were in firms)
- Feel free to team up with career services and other departments that do professional development
- Shadowing an attorney (auction)
- Interview techniques seminar
- Resume seminar
- Dinners with professors/attorneys
- Set up a mentoring program with area attorneys (can even be done through email across the country)
- Alternative careers with a J.D.
- War Stories – professors talking about where they were beforehand
- How to get published
- Choosing a Speciality: a roundtable on practice areas with attorneys

## FUNDRAISING

- Tshirts/clothing sales (see Logo Usage Policy)
- Local Chapter Dues
- Coupon Books/Restaurant Fundraisers
- Sports team fundraisers
- Bake sales
- Auction
- Coin Jar Contests (Kiss the Pig)
- Car Wash

# CHAPTER/OFFICER MEETING AGENDA \_\_\_\_\_



**P.A.D. Law Chapter Sample Agenda  
November 8, 2010  
Colonial Meeting Room**

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- I. Welcome and Introductions
- II. Approve Minutes
- III. Old Business
  - A. Chapter Standards update
  - B. Program update
  - C. Discuss resolution of issues
- IV. New Business
  - A. Committee reports
  - B. Financial report
  - C. Delegate responsibilities, develop committees
  - D. Chapter award applications
  - E. Speaker
- V. Q&A
- VI. Announcements
  - A. Upcoming scholarship deadlines
  - B. Campus events and deadlines
- VII. Closing
  - A. Cover next meeting time and place
  - B. Thanks for coming!



# SAMPLE CHAPTER MINUTES \_\_\_\_\_

There are several ways to take minutes. The following is a common template for Chapters to use. Minutes are to be a recording of the Chapter's actions and decisions. They are not to be a word for word accounting of the meeting.



## P.A.D. Pre-Law Chapter Sample Minutes November 8, 2010 Colonial Meeting Room

**Call to Order:** 1:00 p.m.

**Members Present:** [list names]

**Members Absent:** [list names]

**Treasurer's Report:**

[Name] motioned to accept the report as written. Seconded by [Name]. All were in favor, motion passed.

Total Assets as of [Date] \$XXXXXX

**Secretary's Report:**

[Name] motioned to accept the report as submitted. Seconded by [Name].

All were in favor, motion passed.

**Committee Report:**

A. Recruitment: Following up with all interested students who signed the information sheet at the last couple of meetings.

B. Social: Social for all members to be held at Ginsburg's Fun World on November 15<sup>th</sup>.

C. Professional Development: presentation at next meeting regarding alternative careers with a J.D.

**Old Business:**

[Name] motioned to have [Name], nominated as SGA Representative.

**New Business:**

Need an academic assistance program for finals. Any volunteers to sit on panel?

Submit all applications in our possession to the IEO

Submit spring calendar to the IEO and DP by November 15

Meeting adjourned at 2:15 p.m.

Respectfully submitted, [Name & Title]

# P.A.D. STRUCTURE

## A. International Executive Board

P.A.D. is composed primarily of volunteers. The International Executive Board (IEB) serves as the Fraternity's "board of directors". The legislative and executive power of the Fraternity is vested in the IEB in the interim between Conventions. The members of the IEB are elected by majority vote of the seated delegates present and voting at each International Convention. International officers hold office for two years or until successor officer is elected and installed in office. The IEB is composed of five named board members (Justice, Vice-Justice, Advocate, Secretary and Treasurer) and four board members at large. The International Executive Board members receive financial compensation only for those expenses incurred directly relating to Fraternity business which many do not request such compensation.

## B. International Tribunal

The International Tribunal is the main judicial branch of the Fraternity. The Tribunal, composed of the Chief Tribune and two Associate Tribunes, deals with all cases and controversies involving or arising out of the Provisions of the Constitution and By-Laws, and the exercise of Executive and Legislative powers. The exercise of District and Chapter powers shall be subject to either decision or review as appropriate by the International Tribunal. As with the IEB, the International Tribunal members receive financial compensation only for those expenses directly relating to Fraternity business which many do not request such compensation.

## C. International Executive Office

The International Executive Office (IEO) is responsible for performing the administrative activities within the Fraternity. The International Executive Board employs an Executive Director who serves as Chief Administrative Officer of the Fraternity. The Executive Director employs a Director of Law Operations, Director of Pre-Law Operations, and supporting staff. The Executive Office is a resource for all Chapters and officers regarding Chapter operations. Most importantly for the law Chapters, the Director of Law Operations oversees the operations of our 200+ law school Chapters. If there are any problems or concerns, please let the Director know.

## D. District Presidents

The Fraternity is divided geographically into districts. Each of these districts is coordinated by a volunteer with the title of District President, (DP). Your DP is an important resource. The DP's duties include serving as a consultant and advisor to the individual Chapters within the District. District Presidents are appointed by the International Justice with the advice and consent of the International Executive Board.

District Presidents are usually practicing attorneys, judges or professors. DPs volunteer much of their spare time for the Fraternity. The DP is not compensated or salaried by the Fraternity, and receives reimbursement only for traveling expenses incurred visiting the various Chapters in the District. Your District Justice receives training upon appointment. In addition, these individuals bring a wealth of experience and knowledge from their service as a Chapter officer and member.

Your District President is in continual contact with the International Executive Office and members of the International Executive Board. It is essential that each of the officers communicate with your DP so that you can be aware of new programs or ideas which can help your Chapter. If you do not know who your District President is, contact the International Executive Office immediately.

## E. Constitution and International By-Laws

The Constitution and International By-Laws are adopted by the International Chapter in Convention assembled. Its authority extends not only to the International Chapter, but to each and every individual law school and alumni Chapter. It is imperative that you study all the provisions contained within the Constitution. Your local By-Laws act as a guide on the local level. Each officer should review the By-Laws to be sure they conform to the provisions of the Constitution and International By-Laws. Any discrepancy between them should be resolved immediately by amending your Chapter By-Laws.





**PHI ALPHA DELTA LAW FRATERNITY, INTERNATIONAL**

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36